

## **ZBA CHECKLIST SPECIAL EXCEPTION USES AND VARIANCES**

The following information is required for special exception use and variance applications. Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for ZBA consideration. Please provide a copy of the completed checklist with your application.

Please note that all applicants requesting mobile home approvals must provide the following applicable information on the required property plan, and also address the additional items listed on the ZBA Mobile Home Checklist.

### **Property Plan Format & General Standards** (check if provided; indicate NA, if not applicable):

- ☐ Property plan (3 copies on 11"x 17") shall be a black and white drawing on bond paper in landscape view.
- ☐ Permissible scale for plan are engineer scales 1" = 10', 20', 30', 40', 50', 60', or 100'.
- ☐ Title block shall be in the lower, right-hand corner of the plan. The title block shall identify whether it is special exception use request or a variance request, or both; subdivision name, lot and block designations, if platted; gross acreage, city, parish, and state name; survey and abstract name; and date of preparation.
- ☐ Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- ☐ Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- ☐ Orient plan so that north is to the top or left-hand side of the sheet.
- ☐ Provide north arrow, graphic scale, and written scale in close proximity to each other.
- ☐ Provide a vicinity map in the same orientation of the plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a half mile radius of the site. (maps available for reference on MPC web site)

### **Property Plan Information** (check if provided; indicate NA, if not applicable):

- ☐ Show current and proposed boundaries/lot lines.
- ☐ Show, label and dimension lot frontage, width, and depth; along with front, side and rear yard setbacks.
- ☐ Label proposed lot and block designations, and show area for each lot in acres and square feet. ☐
- ☐ Show and label existing floodplains, floodways, drainage ways, and creeks. (FEMA maps are available on line)
- ☐ Show and label all existing and proposed buildings. This includes all accessory and secondary residential structures. Provide general building dimensions, and distance between buildings and from property lines.
- ☐ For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building as described in ordinance).
- ☐ Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Utilize directional arrows to show traffic flow. Dimension pavement widths, right-of-way (ROW), and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (asphalt or concrete).
- ☐ Show, label and dimension all passages of servitude with adjacent properties.
- ☐ Show all onsite and offsite parking areas. Label as existing or proposed. Label pavement construction (asphalt or concrete). Dimension parking spaces and label number of spaces per tier of parking.
- ☐ Show, label, and dimension required off-street loading spaces.
- ☐ Show, label, and dimension garbage dumpsters and trash compactors on the plan. Show required screening.
- ☐ Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (asphalt or concrete).

- \_\_\_\_\_ Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.
- \_\_\_\_\_ Show and label type, and height of screening walls, fences, retaining walls, headlight screens, and/or living screens.
- \_\_\_\_\_ Show and label landscape areas. Show, label, and dimension (width) required landscape edge.
- \_\_\_\_\_ Show and label graphically which are required and provided trees and shrubs in the landscape edge.
- \_\_\_\_\_ Show and label required and provided area for interior parking lot landscaping..
- \_\_\_\_\_ Show public and private streets. Show and dimension R.O.W. and/or easement widths, pavement widths, turning and deceleration lanes, and street centerlines. Label as existing or proposed. Label street names. Label pavement construction (asphalt or concrete).
- \_\_\_\_\_ Show and dimension sidewalks, barrier-free ramps, hike & bike trails and crosswalks. Label as existing or proposed. Label pavement construction.
- \_\_\_\_\_ For properties contiguous to the site and for properties across R.O.W contiguous to the site, label zoning and land use for each lot and parcel.
- \_\_\_\_\_ If property is not served by city water the applicant is required to submit a letter from the appropriate agency stating that water is available. For private wells a letter from the Caddo Health Department is required.
- \_\_\_\_\_ If property is not served by city sewer the applicant is required to submit a letter from the appropriate agency stating that sewer is available. For private septic systems a letter from the Caddo Health Department is required.
- \_\_\_\_\_ If the property is located in the Cross Lake Watershed, the applicant is required to submit letters from the Department of Water and Sewer and the Health Department stating that the proposed method of waste disposal has been approved by their respective offices.

**Application Specific Plan Information** (check if provided; indicate NA, if not applicable):

- \_\_\_\_\_ For variances pertaining to any lot area and dimensional requirements, as well as setbacks, clearly state the current ordinance requirements along with the proposed change on the plan.
- \_\_\_\_\_ If applicable to a variance request, show and label existing and proposed topography at two (2) foot contours referenced to sea-level datum. (Please note that topographical information can be provided from a number of web based/GIS applications in lieu of submitting an extensive topographical survey).
- \_\_\_\_\_ For height variance requests, provide dimensioned elevation/façade plans (3 copies on 11"x17" sheet size) for all proposed buildings.
- \_\_\_\_\_ For special exception use requests pertaining to drive-through/pick-up windows, show, label, and dimension any proposed drive-through lanes including all stops (menu boards, windows, etc.) and stacking and escape lanes.
- \_\_\_\_\_ For sign variance requests show location, type and size of free-standing signs proposed. Show proposed building signage layout including type, location and approximate size indicated on the plan. Provide elevation drawings with dimensions of all free standing signs. Show type of materials and lighting features.
- \_\_\_\_\_ For special exception requests pertaining to on-premise sale and consumption of alcohol for a restaurant or bar/lounge, provide three (3) 11"x17" copies of the floor plan clearly designating and labeling the areas where alcoholic beverages will be purchased and imbibed.
- \_\_\_\_\_ For special exception use requests pertaining to churches, provide three (3) 11"x17" copies of the floor plan of the sanctuary showing the exact number and length of pews ,or other types of seating.\_\_\_\_
- \_\_\_\_\_ For special exception use requests for day care centers, show, label and dimension circular drive, providing twenty (20) linear feet per eight (8) children. Also, show designated and secure playground areas, along with fencing on the property plan.\_\_\_\_
- \_\_\_\_\_ For parking variances, clearly state the parking ratio as required by ordinance along with the proposed reduction in the number of spaces on the plan.
- \_\_\_\_\_ For special exception use requests pertaining to cell towers, designate tower type (monopole, self-support, guyed, or other), provide latitude and longitude, proposed tower height, initial antenna height, antenna type and site elevation. Also provide the number of collocation spaces possible and the number of spaces leased.